

Report for Week Ending 11 December 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 36 actions requiring the printing of 1,293,550 copies or sets of blank forms. This represents an increase of 17 actions with a increase of 45,650 copies/sets compared to last week.
- (2) Six new and 9 revised forms were approved.

b. Intangible

- (1) Evaluated Suggestion #1926 re: Uniform headings for Cabled Information Reports. Recommended final and official evaluation be made by [redacted]; suggested that an award of about \$500. would be appropriate for an annual savings of \$11,000. ~~and~~ slight intangible benefits of general application.
- (2) Furnished unclassified, "clear", forms management publications to the Acting Forms Manager, Bureau of Old Age and Survivors Benefits, Social Security Administration per his request.
- (3) Evaluated Suggestion # 3009 re: Development of "packet" dispatches as transmittals. Suggestion lead to adoption of Form 1236, "Non-Accountable Material Manifest". Based on "moderate-broad" intangible benefits recommended a \$300. *award.*

2. Assignments

a. Active

- (1) Coordination of new test of material samples on Form 670, File Index Card with Chief RI/DD/P.
- (2) Thirty-nine new and 10 revised forms are pending. ✓
- (3) Five Employee Suggestions are being evaluated.

3. News

- a. Received for testing sample sets of materials (SF 147) from Mr. D. N. Owens, representing Uarco Inc. Mr. Owens is a new supplier ~~████~~ I am trying to line up to inject more competition into the commercial forms procurement picture.

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- 25X1 b. [] has been taken from his home to Georgetown Hospital with a cracked vertebra. Home rest and treatment having proved unsatisfactory, his doctor is now putting him under traction.
- 25X1 c. [] RDB picked up a number of forms recently while on a Disposition project in OO/C. They were discussed with [] 25X1 ARO/OO/C who then requested that she continue the collection. When completed, she will turn all forms over to [] for review 25X1 and improvement. [] will coordinate his actions with us.
- 25X1 d. []/OL passed on a compliment recently received from a major supplier of CIA Forms, namely that: "CIA's Forms Specifications are the most complete and best written of any produced by any Government Agency".
- 25X1 i. I attended a Forms Management Flannel Board presentation given last week by [] for a group of ICA foreign students. Such countries as Korea, Iran, India, Honduras, The Philippines, etc., were represented. [] lecture was a condensation of a similar presentation developed by FHA which is aimed primarily at supervisors.



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Weekly Report for Week Ending 11 December 1957
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active

a. Project 6-95 - Office of Personnel ☐ ✓

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No change from previous report.

b. Project 8-18 - OO/Contact Division ☐ ✓

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The records control schedule has been completed and is presently being reviewed by the OO/C Staff members. A total volume of 1,528 cu. ft. of records are covered by the schedule in 107 items. Of this total approximately 3% were evaluated as permanent records; 9% as library material and 88% as temporary records.

c. Subject-Numeric Files Installations in OP - ☐ ✓

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Installation of Subject-Numeric File in Office of Chief, Position Evaluation Division - 40% complete. New folders installed and work continues on transferring current material.

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d. Office of Communications ☐ ✓

Personnel Files

The Administrative Office has requested that one section of shelving be procured and installed on a test basis and that suitable tabs be recommended for use on existing personnel folders.

e. Project 8-48- Medical Staff ☐ ✓

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☐ arranged a meeting with ☐ of the Medical Staff to discuss Open File shelving for the Medical Chart Files. At this meeting it was decided to go ahead with a study and floor plan to determine the usefulness of shelving. Forty 5-drawer non-safe cabinets are now being used to store these files.

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f. Comptroller - Finance Division ☐

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Specifications were changed on the purchase order for open file shelving for Finance Division. All bidders were contacted and notified of these changes by Procurement Division/OL.

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g. File Equipment Review ☐

Requisitions for 8 pieces of safe type equipment and 16 pieces of the non-safe type were approved. The non-safe equipment will replace 12 4-drawer safes in the Office of Communications. The 8 safe cabinets were requested by the special project located in the Steuart Building.

25X1 h. Project 8-20 - ORR

Training program in Subject-Numeric filing held for secretaries and clerks of the 9 branches of Industrial Division. Installation completed in the substantive files of the Division Chief. Four cubic feet of records transferred to the Records Center and 2 cubic feet destroyed. Installation completed in two of the branches. This leaves 8 more installations to complete in Industrial Division.

25X1 i. Subject Files Review

Follow-ups on all filing systems installed this year are now being made. At the time of this reporting eleven such inspections have been made.

2. Assignments - Inactive

25X1 a. Project 6-40 - OCR

b. Project 6-90 - Commercial Staff

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25X1 3. Vital Materials

Due to hazardous road conditions, last week's trip to the Repository was cancelled. As previous arrangements had been made for the transfer of Vital Materials by the Record Center couriers, no delay was experienced in getting the materials to the repository.

There was no microfilming of Vital Materials accomplished this past week. Resulting from the accelerated filming of the past two months it was necessary for the microphotographers to devote the entire week to labeling, splicing and reviewing of the processed reels.

Filming of Vital Materials is scheduled to start Thursday, 12 December in the Office of Security.

4. News

- a. It was learned this week that 300 5-drawer file cabinets will be returned to stock on the 7th of January. Arrangements are being made with the supply people to transfer forty-eight of these to the Repository. If this transfer can be made will release 21 cabinets and 21 four drawer safes.

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1. Projects-Active

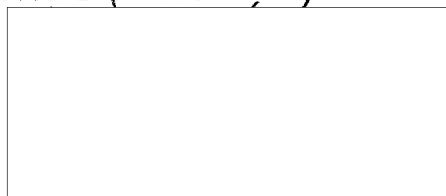
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- a. DCI Staff Meeting - Arranged for the preparation of graphics by DD/P Visual Aids Staff, Graphics Register Division, and TSS, for presentation.
- b. Project 8-42 Film Library Card Index - Representatives of the Physical Security Division have stated informally that they do not believe that the equipment under consideration for the index can be used in a non-secured area. We propose to ask them to study all types of specialty-type (rotary, drum, movable trays, etc) card filming equipment so that standards can be developed.

2. News

- a. Attended the Seventh meeting of the U. S. Government Correspondence Manual Working Committee.
- b. Attended two training classes on "Effective Speaking."
- c. Interest in effective writing continues within headquarters. The Office of Communications requested 20 copies of PLAIN LETTERS.
- d. The ARO for ORR reported that, as a result of our reports survey in April, five reports on the status of ORR projects have been consolidated into two, with improved formats. , /

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